



The Commonwealth of Massachusetts  
Executive Office of Health and Human Services  
Department of Public Health  
State Laboratory Institute  
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**MEMORANDUM**

**TO:** Lana Jerome  
Director of Human Resources  
Office of Health

**FROM:** Julianne Nassif  
Director, Division of Analytical Chemistry

**DATE:** March 16, 2008

**RE:** Reclassification Request

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I am recommending a maintenance reclassification for Nicole Medina from a Chemist I to a Chemist II.

Ms. Medina's responsibilities have increased steadily and significantly since her hire in 200X. Her new duties include increasingly complex laboratory tests to identify illicit drugs submitted by local law enforcement and state entities. Ms. Medina routinely tests samples involving large quantity drug seizures associated with drug trafficking cases. These samples involve a more complex testing scheme and frequently require court testimony to explain and defend the findings. In order to identify these drugs, Ms. Medina performs a variety of wet chemical and instrumental analyses using sophisticated analytical equipment. Her job requires a thorough theoretical understanding and user proficiency for several different instruments; tasks include daily operation, calibration, trouble shooting and maintenance.

Ms. Medina's duties and responsibilities are described appropriately as a Chemist II due to the complexity of the laboratory testing involved and added responsibilities involving court testimony related to drug trafficking cases. I recommend this maintenance action be approved. If you have any questions regarding this request, please contact me at 617-983-6651.